Friendly House, a non-profit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational and human-service needs in the Portland Metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate two major programs in Northwest Portland: Community Services and our Children’s Programs. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults and LGBT older adults, to assure their inclusion in the fabric of society.

SCOPE OF THE POSITION

This is a part-time, as needed position. Candidates who are hired will be on our substitute call list and we will contact them for last-minute or planned absences to cover in our preschool and/or after school program. We include a paid day of orientation, training, and observation prior to the first substitute shift. Substitutes will be oriented to the classroom, children, and schedule briefly before each sub shift if it’s their first time in that particular classroom and then will work under the guidance of a regular staff member. This position requires the ability to be flexible and to be a proactive contributor in a busy classroom, with support and then more independently as they gain experience. There is no guarantee of available shifts and substitutes are only paid for hours worked. Substitutes are not required to accept substitute shifts as they arise but are required to respond to inquiries and keep the supervisor informed regarding their availability. Substitute positions may become regular, scheduled positions as positions become available.

The Children’s Programs Substitute may work with the preschool classes (3-5-year-olds, 8-11:30 or 7:30am-5:30pm) and with our after school program (kinder-5th grade, 1:30-5:30pm). The substitute may work alone or with another staff member with a group of 10-20 children. S/he will work with the teaching team to implement curriculum that is developmentally appropriate and flexible to meet the needs of individual children and the group. This position facilitates daily classroom maintenance, leading, and preparation for activities, and weekly changes of classroom environment. Desirable candidates for the position bring enthusiasm for helping children to learn and develop to their fullest potential within a neighborhood center setting.

LIST OF ESSENTIAL FUNCTIONS

Child Supervision and Interaction

- Provide a safe, healthy environment for children ages 3-11.
- Work with and under the guidance of Head and Assistant Teachers to be responsible of groups of up to 25 school-aged children or 20 preschool-aged children.
• Share responsibility with the teaching staff in monitoring the physical and mental health status of each child.
• Model positive and appropriate interactions with children and other adults.
• Interact and guide children with acceptance, understanding, and care.
• Maintain open and professional communication with other staff members and help contribute to the teaching team’s effectiveness.

Planning, preparation, and meetings
• Share responsibility for daily classroom setup and cleanup with teaching staff.
• Ensure that preparation of the materials needed for the implementation of the weekly lesson plan is complete.
• Prepare the classroom and gym environments to meet the changing needs of the children.
• Help prepare and setup snacks & meals when necessary.
• Other duties, as assigned.

QUALIFICATIONS

• Education: CDA or Associates degree or two years of post-secondary education with coursework in early childhood or elementary education. Preference for BA in early childhood or elementary education.
• Experience: At least one year of work with children ages 3-11 in a classroom setting
• Enrolled on the Oregon Criminal History Registry
• Must be able to lift, carry and restrain children who weigh up to 50 pounds
• Must be 18 years of age or older
• Must have current Food Handler’s card within 60 days of employment
• Must have current First Aid and CPR certifications within 60 days of employment
• Must take a Recognizing and Reporting Child Abuse and Neglect class before working in a classroom.

JOB CONDITIONS

This job is performed at Friendly House campus. The Children’s Programs Substitute must have the physical ability to participate in the activities of the program. The program moves to outside locations for field trips on foot and by bus. Lifting children is required from time to time.

COMPENSATION

Our compensation package is designed to provide a living wage, improve your skills and improve your health and well-being. Starting salary is $12.25 per hour. This is a part-time, as-needed position which is not eligible for health benefits. A membership to the Friendly House Community Recreation and Education program is given to all staff members.

Cover letters and resumes will be reviewed on a rolling basis. Please email ilombardozzi@friendlyhouseinc.org with “CHILDREN’S PROGRAMS SUBSTITUTE” in the subject line.

NOTICE OF NON-DISCRIMINATION

It is the policy of Friendly House, Inc. to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, creed, color, gender identity/expression, age, national origin, marital status, pregnancy, sexual
orientation, citizenship status, military service, veteran status, housing status, familial status, source of income, political affiliation, union affiliation, physical disability, mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned or emerging small business.